



# CITY OF UTICA

Civil Service  
1 Kennedy Plaza, Utica, New York 13502  
(315) 792-0227 fax: (315) 792-0226

ROBERT M. PALMIERI  
MAYOR

LILLIAN R. BRENNAN  
CHAIRPERSON, CSC

## UTICA MUNICIPAL CIVIL SERVICE ANNOUNCES EXAMINATION OPEN TO THE PUBLIC

STOCKKEEPER  
EXAM NUMBER 65-163

LAST DATE FOR FILING  
MARCH 11, 2016

EXAM DATE  
APRIL 23, 2016

**\*\*\*APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY THE LAST FILING DATE\*\*\***

The applicant should make sure EVERY question on the application is answered, and that the application is complete in all respects. All statements made by candidates are subject to verification.

**APPLICATIONS RECEIVED OR POSTMARKED AFTER THE LAST FILING DATE WILL BE DENIED.**

**\$10.00 NON-REFUNDABLE FILING FEE MUST ACCOMPANY EACH APPLICATION  
MONEY ORDERS ONLY - NO CASH, NO PERSONAL CHECKS**

**STARTING SALARY/RANGE:** \$23.13 per hour Utica City School District

**VACANCIES:** There is currently one (1) vacancy at the Utica City School District. The eligible list resulting from this examination will be used to fill this vacancy and any other vacancies as they occur in all agencies and special districts under the jurisdiction of the Utica Municipal Civil Service Commission.

**RESIDENCE REQUIREMENT:** Candidates must be legal residents of the City of Utica for at least four (4) months immediately preceding the date of the written examination.

**MINIMUM QUALIFICATIONS:** Graduation from High School or possession of a High School Equivalency Diploma.

**DUTIES:** This position involves responsibility for the operation of a central storeroom involving receipt, storage and distribution of an extensive and varied stock of general office supplies, maintenance supplies and equipment, building materials, and vehicle parts/supplies. Although the work is performed with considerable independence in determining methods and procedures, it is reviewed for efficient storeroom operation through inspection and accounting procedures. Supervision is exercised over subordinates. Does related work as required.

**SUBJECTS OF EXAMINATION:** A written test designed to evaluate knowledge, skills and/or abilities in the following areas:

1. **Arithmetic computation with calculator**

These questions test for the ability to use a calculator to do basic computations. Questions will involve addition, subtraction, multiplication and division. You may also be asked to calculate averages, to use percents, and to round an answer to the nearest whole number. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.**

2. **Keeping simple inventory records**

These questions test for the ability to follow instructions in keeping simple inventory records of different materials received and distributed from a central location. The ability to add, subtract, multiply, and divide will be required. You may have to compute total costs from quantities (number of units) and cost or price per unit. Knowledge of specific record keeping systems and techniques will not be needed.

3. **Principles and practices of storeskeeping and inventory control**

These questions will test for candidates' knowledge of the principles guiding large scale storeskeeping operations and their ability to put them into practice. Some of the areas covered may include analysis of rates of use, the determination of reorder points, choosing locations for the storage of goods, and determining how to handle stock to maximize the efficiency of the operation. Some arithmetic computation may be necessary.

4. **Supervision**

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale and discipline.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at:  
[www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm) .

**IMPORTANT: READ GENERAL INSTRUCTIONS CAREFULLY.**

**THE USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAM.**

**Calculators are permitted:** Unless specifically prohibited, candidates are permitted to use QUIET, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries and any similar devices are PROHIBITED.

Issued: January 22, 2016